



# **Town of Amherst New York**

## **Energy Policy**

**Prepared by:**

**The Town Board appointed,  
Voluntary  
Energy Conservation Citizen Advisory Committee**



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## **1 Purpose**

The citizens of the Town of Amherst, New York are concerned about energy use and its effect on our environment. The development and implementation of a comprehensive energy policy will lead to conservation of energy, a cleaner environment and more efficient deployment of financial resources.

## **2 Commitment to Implementation of the Program**

Implementation of this policy is a joint commitment and responsibility of the Town Board, department heads, staff and support personnel. The success of the policy is dependent upon total cooperation from every level within the system.

## **3 Energy Management Organization**

### ***3.1 Town Supervisor***

The Town Supervisor has the overall responsibility to ensure that the Town energy policy is effectively applied.

### ***3.2 Town Energy Manager***

The Town Energy Manager is a town employee from an executive branch department, selected by the town supervisor. Ideally, this individual will hold a certification from the Association of Energy Engineers (AEE). If he/she is not yet certified, they will participate in the course and obtain certification within one year of assignment.

### ***3.3 Energy Conservation Citizen Advisory Committee (ECCAC)***

The Energy Conservation Citizen Advisory Committee (ECCAC) will review energy usage concerns within the town and advise the town Board appropriately. Voluntary members of this committee are appointed by the Town Board.

### ***3.4 Energy Project Teams***

The Energy Conservation Citizen Advisory Committee may enlist the help of voluntary consultants or town employees, appropriately utilizing their special expertise. In such cases, this combined group will be known as the Energy Project Team assigned to a specific project. Formation of these "Teams" will be with the approval and concurrence of the Energy Conservation Citizen Advisory Committee, Town Supervisor and Town Board representative to the Energy Conservation Citizen Advisory Committee.

## **4 Responsibilities**

### **4.1 Town Supervisor**

Supervisory involvement will include the following as a minimum:

1. Ensure that all employees, contractors and other visitors fulfill their obligations in the implementation of the Town energy policy.
2. Assign one town employee from an executive branch department as the Town Energy Manager.
3. Designate certain other town employees as liaison between their departments and the Energy Project Team when appropriate.
4. Establish a budget for implementation of net present value positive investments in energy conservation technologies.
5. Review reports and recommendations from the Town Energy Manager and the Energy Conservation Citizen Advisory Committee (ECCAC) on issues concerning energy management.
6. Establish goals for department heads.
7. Designated one Town Board member as liaison/intermediary for the Town Board. The liaison will bring ECCAC proposals to the Supervisor and Board for their review.

### **4.2 Town Energy Manager**

1. Formulate and provide Energy Policy codes of practice and guidance documents relating to matters of energy management.
2. Advise on all aspects of energy management and conservation in the design and use of buildings, plants and equipment. .
3. Report regularly to the Town Supervisor on Energy Issues.
4. Work in partnership with other local authorities and organizations in promoting and implementing energy efficiency initiatives.
5. Supervise the energy use charges, and give a yearly report to the Town Board, in a work session.

### **4.3 Town Employees**

1. Serve as a member of an Energy Project Team as appropriate.
2. All Town Employees are required to understand and comply with the Energy Policy.
3. Ensure at all times the responsible use of energy.
4. Report to their manager areas of high energy use and suggest where possible savings could be realized.

#### ***4.4 Energy Conservation Citizen Advisory Committee (ECCAC)***

1. Meet regularly to advise on matters relating to energy use and the environmental impact of energy use.
2. Assist Town Energy Manager and Energy Management Team in establishing long and short term objectives
3. Periodically review progress against these objectives.
4. Revise and edit the objectives as progress is achieved.
5. In coordination with the Energy Management Team recruit other volunteers from the Town of Amherst NY as well as other resource personnel for the purpose of carrying out specific projects.

#### ***4.5 Energy Project Teams***

1. Interact with the Energy Conservation Citizen Advisory Committee.
2. Provide a solution to the particular energy issue the team has been tasked with by the ECCAC and present a recommendation to the ECCAC.
3. Work in partnership with other local authorities, town officials/employees and consultants in the resolution of the assigned project.

### ***5 Objectives***

1. Reduce the Cost of Energy and energy usage for the Town.
2. Promote the benefits of energy and water efficiency at all facilities.
3. Promote the use of innovative, renewable and/or energy efficient technologies in all facilities.
4. Provide access to advice on energy efficiency for all areas of the community such as, home owners, tenants, pupils, business and community groups..
5. Commit to worthwhile and cost effective projects.